

**PLANNING AND ZONING APPLICATION  
CITY OF WEST FARGO**

<input type="checkbox"/> Administrative Review (Staff, P&Z, City Commission)	<input type="checkbox"/> Rezoning	<input type="checkbox"/> Subdivision (Replat)
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Right-of-way Dedication	<input type="checkbox"/> Subdivision Amendment
<input type="checkbox"/> Planned Unit Development (PUD)	<input type="checkbox"/> Right-of-way Vacation	<input type="checkbox"/> Variance (Subdivision)
<input type="checkbox"/> PUD Amendment	<input type="checkbox"/> Simple Lot Split	<input type="checkbox"/> Variance (Zoning)
<input type="checkbox"/> Minor PUD Modification	<input type="checkbox"/> Site Plan Review	<input type="checkbox"/> Zoning Amendment (Map)
<input type="checkbox"/> Retracement Plat	<input type="checkbox"/> Subdivision (Original)	<input type="checkbox"/> Zoning Amendment (Ord.)

FEE \_\_\_\_\_ APPLICATION # \_\_\_\_\_ DATE: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Legal Property Description: \_\_\_\_\_

Present Zoning Classification: \_\_\_\_\_

Existing Use: \_\_\_\_\_

Describe Briefly the Reasons for Request: \_\_\_\_\_

Date Fee Paid: \_\_\_\_\_

Estimated Date of Planning & Zoning and City Review: \_\_\_\_\_

**Signature** \_\_\_\_\_

Note: If the applicant is not the same as the owner, the owner should sign the application or submit a letter authorizing the applicant to proceed with the application.

## **Procedure for Simple Lot Split**

### **City of West Fargo, North Dakota**

**Notice to applicants:** The following steps are necessary in order to achieve approval of your particular request. Failure to comply with any step specified below will be grounds to deny or delay the hearing of your request before the Planning & Zoning or City Commissions.

- \_\_\_\_\_ 1. Application and fee given to City Planning Office.
- \_\_\_\_\_ 2. A survey of the properties is provided, showing the proposed lot split with setbacks to any structures.
- \_\_\_\_\_ 3. Planning Office and City Auditor review request in accordance with criteria shown below.
- \_\_\_\_\_ 4. Applicant notified of initial screening results.
- \_\_\_\_\_ 5. If concurred approval is given, Planning Office sets review before the Planning & Zoning Commission.
- \_\_\_\_\_ 6. Notice sent to property owners within 150 feet of application.
- \_\_\_\_\_ 7. Planning & Zoning Commission reviews; if approved, chairman signs the attached certificate.
- \_\_\_\_\_ 8. Certificate copied and given to the applicant. Applicant presents certificate to Building Inspector.

Approximate Time for Approval – 2 to 6 weeks.

### **Simple Lot Split Requirements**

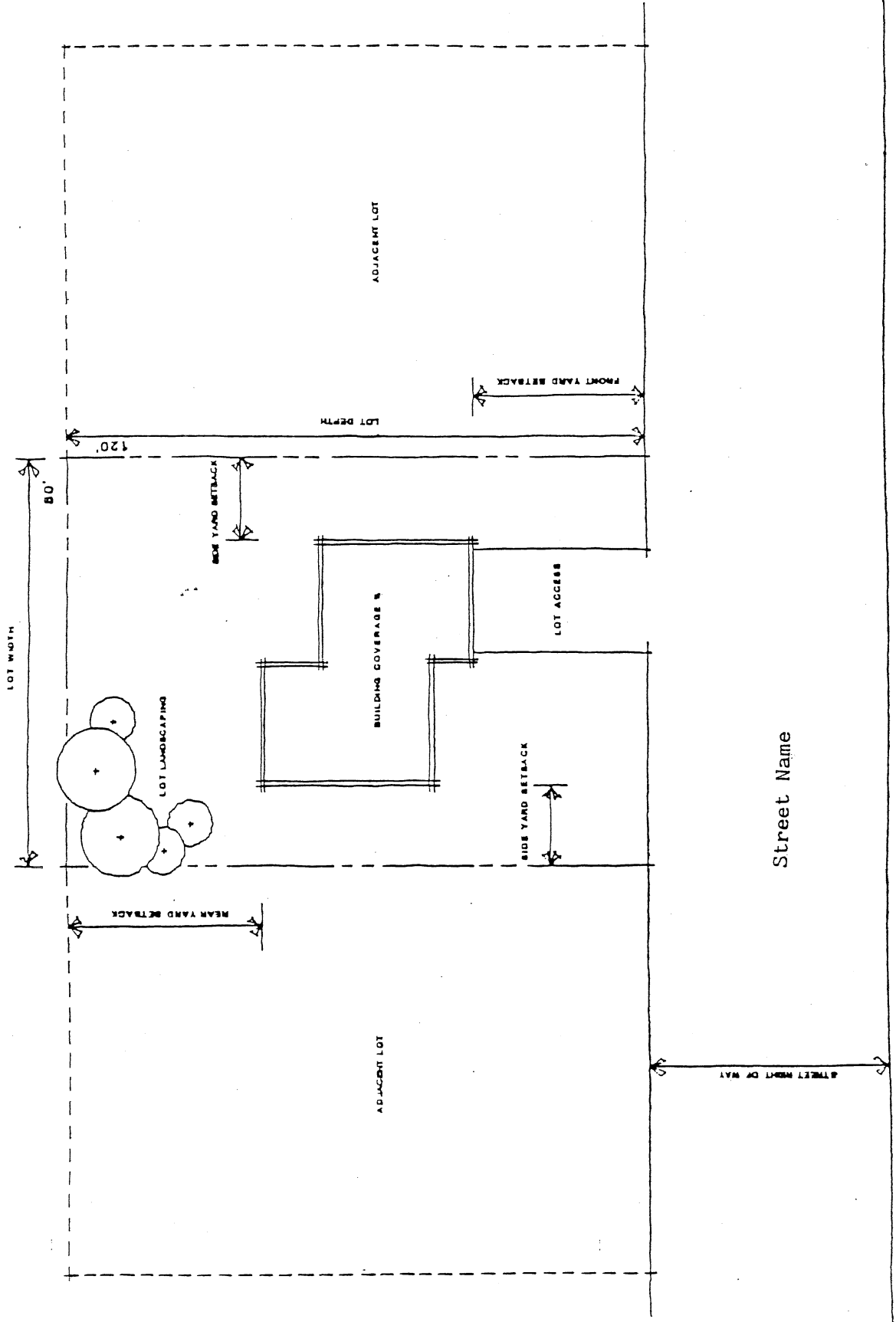
Simple lot splits may be exempt from the mandatory platting requirement, provided the following conditions are met:

1. The lot split does not create more than two (2) lots; and
2. The two lots created are not more than  $\frac{1}{2}$  acre in size each; and
3. There is no proposed or perceived need of public improvements as a result of the split; and
4. The lot split does not occur in general proximity to an area organized by metes and bounds description and/or where there is a perceived need to create an organized development pattern through platting; and
5. That any platted lot be split only once under the terms of this provision; and
6. That the lot split is not part of a continuing scheme of lot splitting for a particular area; and
7. That the lot split does not violate any provision of the Zoning Ordinance, Official City Plans, or any other state or local ordinance; and
8. That the lot split does not adversely affect public health, safety or welfare.

**Site Plan Requirements**  
**City of West Fargo**

1. Name of applicant; name of subdivision;
2. Shall be drawn in ink at a scale of 1" = 100'.
3. North point and date.
4. Proposed boundary and lot lines within subdivision to include approximate dimensions of all proposed and existing lots.
5. Existing and proposed street names to include street right-of-way widths.
6. Means of ingress and egress to lots.
7. Existing and proposed building on each lot to include all yard setback distances.
8. Approximate square footage of each building.
9. Existing and proposed berm/landscaping/screening locations.
10. Existing and proposed location of sidewalks, if any.
11. Provision for off-street parking, snow storage and garbage removal.
12. Three (3) copies submitted to City Planning Office on paper not less than 11" x 17" in size.
13. Proposed fence locations, if applicable.
14. Any other information which will explain or support your request.

# SITE PLAN



NAME:  
DATE:  
SUBMISSION NAME: